

**LG MTEC INTEGRATED PLANNING AND BUDGETING: 2019/20 CHECKLIST  
SUBMISSION OF TABLED BUDGET DOCUMENTATION**

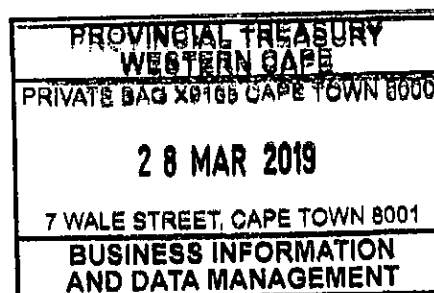
MUNICIPALITY: CITY OF CAPE TOWN

In completing and signing the budget documentation checklist below, the municipality confirms that Schedule A1 **complies with the Municipal Budget and Reporting Regulations (MBRR)** and that the main tables (A1 - A10) and the supporting tables (SA1 - SA38) are completed in **version 6.3** of Schedule A1 (the Excel formats) and **drawn directly from the municipal financial system**.

**Please ensure that** (as per MFMA Circular 72) **each page of the hard copy of the budget documentation** as set out in Schedule A of the Municipal Budget and Reporting Regulations, including the main Tables (A1 - A10) and all the supporting tables (SA1 - SA38) and prescribed minimum narrative information that is submitted to Provincial Treasury (and National Treasury) **has been stamped and signed** by the secretariat responsible for ensuring accurate records of council decisions.

The IDP Document as set out in Section 26, 32 and 34 of the Local Government: Municipal Systems Act, No 32 of 2000 and Regulations (MSA) and Section 21 of the Local Government Municipal Finance Management Act 56 of 2003 (MFMA).

The Spatial Development Framework, Disaster Management Framework and additional documents must be submitted as required in terms of budget circulars.



Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
Council Resolution in terms of the Budget	WILL	BE	SUBMITTED	POST	COUNCIL	MEETING
Draft Service Delivery and Budget Implementation Plan	✓			✓		
Draft Service Level Standards	✓			✓	(PART OF ANNEXURE A)	
Signed Quality Certificate as prescribed in the MBRR	✓			✓		
<b>Prescribed Minimum Budget Narrative Information</b>	<b>Stamped and Signed Hard Copy Budget Narrative</b>			<b>Soft Copy (correlates with hard copy)</b>		
Budget Narrative	✓			✓		
<b>Municipal Budget Tables: Tables A1 to A10</b>	<b>Stamped and Signed Hard Copy A1 – A10</b>			<b>Soft Copy (correlates with hard copy)</b>		
Table A1: Budget Summary	✓			✓		
Table A2: Budgeted Financial Performance (revenue and expenditure by standard classification)	✓			✓		
Table A2A: Budgeted Financial Performance (revenue and expenditure by standard classification) * (PART OF MBRR SCHEDULE)	✓			✓		
Table A3: Budgeted Financial Performance (revenue and expenditure by municipal vote)	✓			✓		
Table A3A: Budgeted Financial Performance (revenue and expenditure by municipal vote) *	✓			✓		
Table A4: Budgeted Financial Performance (revenue and expenditure)	✓			✓		
Table A5: Budgeted Capital Expenditure (by vote, standard classification & funding source)	✓			✓		
Table A5A: Budgeted Capital Expenditure (by vote, standard classification & funding source) *	✓			✓		
Table A6: Budgeted Financial Position	✓			✓		
Table A7: Budgeted Cash Flow	✓			✓		
Table A8: Cash Backed Reserves/Accumulated Surplus Reconciliation	✓			✓		
Table A9: Asset Management	✓			✓		
Table A10: Basic Service Delivery Measurement	✓			✓		

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
<b>Municipal Budget Supporting Tables: Supporting Tables SA1 to SA38</b>	<b>Stamped and Signed Hard Copy SA1 – SA38</b>			<b>Soft Copy (correlates with hard copy)</b>		
SA1: Supporting Detail to Budgeted Financial Performance	✓			✓		
SA2: Matrix Financial Performance Budget (revenue source/expenditure type and department)	✓			✓		
SA3: Supporting Detail to Budgeted Financial Position	✓			✓		
SA4: Reconciliation of IDP Strategic Objectives and Budget (revenue)	✓			✓		
SA5: Reconciliation of IDP Strategic Objectives and Budget (operating expenditure)	✓			✓		
SA6: Reconciliation of IDP Strategic Objectives and Budget (capital expenditure)	✓			✓		
SA7: Measurable Performance Objectives	✓			✓		
SA8: Performance Indicators and Benchmarks	✓			✓		
SA9: Social, Economic and Demographic Statistics and Assumptions	✓			✓		
SA10: Funding Measurement	✓			✓		
SA11: Property Rates Summary	✓			✓		
SA12a: Property Rates by Category (current year)	✓			✓		
SA12b: Property Rates by Category (budget year)	✓			✓		
SA13a: Service Tariffs by Category	✓			✓		
SA13b: Service Tariffs by Category (explanatory)	✓			✓		
SA 14: Household Bills	✓			✓		
SA15: Investment Particulars by Type	✓			✓		
SA16: Investment Particulars by Type	✓			✓		
SA17: Borrowing	✓			✓		
SA18: Transfers and Grant Receipts	✓			✓		
SA19: Expenditure on Transfers and Grant Programme	✓			✓		
SA20: Reconciliation of Transfers, Grant Receipts and Unspent Funds	✓			✓		
SA21: Transfers and Grants made by the Municipality	✓			✓		
SA22: Summary Councillor and Staff Benefits	✓			✓		
SA23: Salaries, Allowances and Benefits (political office bearers/councillors/senior managers)	✓			✓		

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
<b>Municipal Budget Supporting Tables: Supporting Tables SA1 to SA38</b>	<b>Stamped and Signed Hard Copy SA1 – SA38</b>			<b>Soft Copy (correlates with hard copy)</b>		
SA24: Summary of Personnel Numbers	✓			✓		
SA25: Budgeted Monthly Revenue and Expenditure	✓			✓		
SA26: Budgeted Monthly Revenue and Expenditure (municipal vote)	✓			✓		
SA27: Budgeted Monthly Revenue and Expenditure (standard classification)	✓			✓		
SA28: Budgeted Monthly Capital Expenditure (municipal vote)	✓			✓		
SA29: Budgeted Monthly Capital Expenditure (standard classification)	✓			✓		
SA30: Budgeted Monthly Cash Flow	✓			✓		
SA31: Aggregated Entity Budget (where applicable)	✓			✓		
SA32: List of External Mechanisms	✓			✓		
SA33: Contracts having Future Budgetary Implications	✓			✓		
SA34a: Capital Expenditure on New Assets by Asset Class	✓			✓		
SA34b: Capital Expenditure on the Renewal of Existing Assets by Asset Class	✓			✓		
SA34c: Repairs and Maintenance Expenditure by Asset Class	✓			✓		
SA34d: Depreciation by Asset Class	✓			✓		
SA34e: Upgrading of Existing Infrastructure	✓			✓		
SA35: Future Financial Implications of the Capital Budget	✓			✓		
SA36: Detail Capital Budget	✓			✓		
SA37: Projects Delayed from Previous Financial Years	✓			✓		
SA38: Consolidated Detail Operational Projects	✓			✓		
<b>Budget Related Policies</b>	<b>Hard copies</b>			<b>Soft Copy (correlates with hard copy)</b>		
Information on any amendments to budget related policies	✓			✓		
Suite of budget related policies	Soft copies only					

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
<b>IDP and Related Documentation</b>	<b>Hard copies</b>			<b>Soft Copy (correlates with hard copy)</b>		
Council Resolution in terms of the IDP	WILL BE SUBMITTED			POST THE COUNCIL MEETING		
Draft Integrated Development Plan	✓			✓		
Process Plan/Time schedule according to Section 29) of the MSA read in conjunction with Section 21 (b) of the MFMA	✓			✓		
Spatial Development Framework	Soft copies only			✓		
Council Resolution in terms of the adoption of the Spatial Development Framework				✓		
Applicable Disaster Management Plan				✓		
Council Resolution in terms of the adoption of the Disaster Management Framework				✓		
Integrated Waste Management Plan				✓		
Air Quality Management Plan				✓		
Coastal Management Plan (Coastal Municipalities only)				✓		
Human Settlement Plan				✓		
Local Economic Development Strategy (Economic Growth Strategy)				✓		
Water Services Development Plan				✓		
Storm Water Master Plan				✓		
Integrated Transport Plan				✓		
Electricity Master Plan				✓		
Infrastructure Growth Plan (REFER TO IDP)						
Workplace Skills Plan				✓		

**MUNICIPAL REPRESENTATIVE**

Name: MADENIA SAFODIEN

Signature: [Signature]

Date: 28 MARCH 2019
**PROVINCIAL REPRESENTATIVE**

Name: EFON JOHANNES

Signature: [Signature]

Date: 28/03/2019